



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
RESEARCH ANALYST I
(ECONOMICS)

LQ23 5791 7IR35
STATEWIDE / OPEN



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of July 11, 2007, the file-in-person date . Applications will not be accepted on a promotional basis
HOW TO APPLY	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 th Floor in San Francisco. This form can also be accessed from either the Department of Industrial Relations website at http://www.dir.ca.gov/dirjobs/dirjobs.htm or the State Personnel Board website at http://www.spb.ca.gov .
SPECIAL FILING INSTRUCTIONS	<p>This is a one day file-in-person only. Applications (Form 678) must be <u>filed in person only</u> at:</p> <p>Department of Industrial Relations Personnel Office/Exam Unit 455 Golden Gate Ave, 8th Floor San Francisco CA 94102</p> <p>Between 8:00 a.m. and 5:00 p.m. on July 11, 2007, the File-in-Person Date. The following documents must be presented by the Applicants at the time of filing:</p> <ol style="list-style-type: none">1. A photo identification card or two forms of signed identification2. A copy of college transcript to be attached to the applications <p>Applications delivered via U.S Postal Service, interagency, or interoffice mail will not be accepted.</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$3004-4516 per month
LOCATION OF POSITIONS	Positions are located in San Francisco and Oakland with the Department of Industrial Relations.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

(Continued on Reverse Page)

EXAMINATION INFORMATION	<p>Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview in August, 2007.</p> <p>This examination will be scheduled in San Francisco and Oakland only.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by July 11, 2007, the File-in-Person Date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I" or "II". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
MINIMUM QUALIFICATIONS	<p>Course work and/or work experience applied toward meeting entrance requirements for Research Analyst I (Economics) must be appropriate to the Economics parenthetical specialty.</p> <p>Demonstrated achievement as evidenced through experience or education which provides ability to perform successfully (under supervision) evaluation and research of economic trends; and</p> <p style="text-align: center;">Either I</p> <p><u>Education:</u> Equivalent to graduation from college with any major, but with extensive course work in an area appropriate to the parenthetical specialty, such as economics, psychology, sociology, demography, geography, anthropology, statistics, or a related research-oriented field. This must include or be supplemented by at least one course in statistical methods.</p> <p>(Registration as a senior in a recognized institution of higher education will admit applicants to the examination but they must produce evidence of graduation before they can be considered eligible for appointment.) (Work experience in the California state service performing technical research-related duties appropriate to the parenthetical specialty may be substituted for the required education on a year-for-year basis.)</p> <p style="text-align: center;">Or II</p> <p>Six months of experience performing research-related duties in the class of Management Services Technician, Range B, and twelve semester or eighteen quarter units of college courses in economics, psychology, sociology, demography, geography, or a subject closely related to the work. Or</p> <p>Twelve months of technical research-related duties in a class equivalent to that of Crime Studies Technician I.</p> <p>NOTE: The phrase extensive course work, included under Pattern I, is defined as requiring candidates to have at least 12 semester units in any ONE of the acceptable fields, six units of which must be upper division courses (if a candidate's area of emphasis is statistics, the 12 units may include the required statistical methods course identified in Pattern I.)</p> <p>NOTE: Applications must identify the course work emphasis (i.e. economics, psychology, sociology, etc.) and include a list of courses completed in that area of emphasis and in statistics that qualifies the applicant for the examination, the date the courses were completed, and the number of units for each course.</p>

	NOTE: When applying work experience in California state service toward meeting the minimum requirements, applications must be specific in describing the extent to which applicants were involved in research-related duties, as well as the subject area of the research.
SPECIAL PERSONAL QUALIFICATIONS	Willingness to do routine or detailed work in order to learn the practical application of research principles; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or relevant non school activities, or by well-defined occupational interests; willingness and ability to accept increasing responsibility; flexibility; ability to work effectively with others.
POSITION DESCRIPTION	A Research Analyst I (Economics) performs research and statistical studies involving assessment of: the cost, supply, demand, utilization, and trends of a variety of resources; financial and economic trends; and program planning and funding. The studies' conclusions involve: analyses of such resources as energy, agricultural products, water, utilities, air, and their impact on the environment; and, planning a gamut of financial and economic activities.
QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%	<p>The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p style="text-align: center;">Qualifications Appraisal Interview</p> <p>Scope: Emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Principles and concepts of economics, resources, and finance as applied in a research and statistical setting; 2. Research methods and techniques including planning of studies and investigations, statistical procedures, general principles, concepts and terminology used in research. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Gather, compile, analyze and interpret data; 2. Prepare research and statistical reports; 3. Analyze written and numerical data regarding general governmental problems; 4. Speak and write effectively; 5. Reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex governmental and managerial problems; 6. Develop and evaluate alternatives; 7. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; 8. Gain and maintain the confidence and cooperation of others.
VETERANS PREFERENCE	Veterans' preference points will be added to the final score of all open competitors in this examination who qualify for, and have requested these points and who are successful in all parts of the examination.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: This examination will be scheduled in San Francisco and Oakland only.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: As described in Section covering Knowledge and Abilities.